



DEPARTMENT OF THE NAVY
COMMANDER NAVAL RESERVE FORCES COMMAND
4400 DAUPHINE STREET
NEW ORLEANS, LOUISIANA 70146-5100

COMNAVRESFORCOMINST 1700.2
N01C

20 MAY 2004

COMNAVRESFORCOM INSTRUCTION 1700.2

Subj: GREATER NEW ORLEANS (GNO) AREA SAILOR OF THE QUARTER/
SAILOR OF THE YEAR (SOQ/SOY) PROGRAM

Purpose. To provide guidelines and standardized procedures for the nomination, selection, and recognition of the GNO SOQ/ SOY.

2. Background. The GNO SOQ/SOY program was established to recognize the performance of outstanding Sailors permanently assigned to Navy Commands, and Sailors assigned to Marine Corps units in the GNO area. This program is intended to encourage all local commands to recognize the personal contribution to mission accomplishment and service provided by their outstanding personnel.

3. Discussion. The GNO SOQ/SOY Program is available to all Navy commands and Navy personnel assigned to Marine Corps units within the GNO metropolitan area. Each command's SOQ/SOY may be nominated to compete for GNO SOQ/SOY selection. Although nominations are not required every quarter/year, they are encouraged. Competition is based on the calendar year (1 January through 31 December). The competitive quarters within the year are: January through March; April through June; July through September; October through December.

4. Eligibility

a. GNO SOQ. Open to all Navy enlisted active duty personnel, E6 and below, permanently assigned to Navy commands, and Navy personnel assigned to Marine Corps units within the GNO metropolitan area who were selected as their command's SOQ.

b. GNO SOY. Open to all Navy enlisted active duty personnel, E6 and below, permanently assigned to Navy commands, and Navy personnel assigned to Marine Corps units within the GNO metropolitan area who were selected as their command's SOY.

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5. Action

a. GNO Area Commanding Officers (COs)/Command Master Chiefs (CMDCM)

(1) Submit SOQ/SOY nominations to Commander, Naval Reserve Forces Command (COMNAVRESFORCOM) CMDCM (N00C).

(2) Ensure each CMDCM, or designated senior enlisted advisor represents their command during the selection process.

(3) Ensure the nominee for GNO SOY is present for the selection board interview. Further, ensure the nominee's uniform for the GNO SOY interview, and the GNO SOQ/SOY Luncheon is the appropriate service dress uniform.

(4) Ensure the time and location of the SOQ/SOY recognition luncheon is widely disseminated to allow for maximum participation. COs/executive officers/departments heads and all chief petty officers are encouraged to attend the luncheons.

b. COMNAVRESFORCOM CMDCM

(1) Schedule and convene the local selection board. Forward board recommendations up the COMNAVRESFORCOM chain of command for approval. The GNO SOQ selection board will normally be scheduled during the last week of the month following the end of the quarter (e.g., quarter ends in March, board is scheduled during the last week in April).

(2) Schedule the recognition luncheon, hosted by the GNO Chief Petty Officer Association, as soon as feasible after selecting the GNO SOQ/SOY. All SOQ/SOY nominees should attend the luncheon during which the GNO SOQ/SOY is recognized.

6. Nomination Format

a. COs will submit a single spaced one-page letter highlighting their SOQ's accomplishments during the quarter for which nominated.

b. GNO SOQ nominations will be submitted by the 15th of the month following the end of each calendar quarter. SOY nominations due by 15 January.

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c. The GNO SOY nomination package is a copy of the command's SOY package used for further competition, less enclosures.

7. Selection Process. Area CMDCMs, or command designated senior enlisted representative, will review each GNO SOQ/SOY nomination. Areas of consideration are primary duties, collateral duties, potential, military bearing, extracurricular activity, and self-improvement. An interview process will be added for all GNO SOY nominees.

8. Recognition

a. GNO SOQ

- (1) Flag Letter of Commendation.
- (2) Personalized plaque.
- (3) Recognition at an area luncheon.

b. GNO SOY

- (1) Flag Letter of Commendation.
- (2) Personalized plaque.
- (3) Recognized at an area luncheon.

c. COs may award additional privileges and/or honors, as specified in their command's internal SOQ/SOY program.

9. Coordination. The GNO SOQ/SOY coordinator and point of contact is COMNAVRESFORCOM (N00C) commercial (504) 678-6163. The GNO SOQ/SOY program is intended to be responsive to the desires of all participating commands. Suggestions for improvements and/or changes to this instruction should be submitted to COMNAVRESFORCOM NOOC.


W. S. BEYER
Chief of Staff

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